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This is the thirty second edition of the Periodic Electronic Newsletter (PEN) for MCI Mail users assigned to Oppenheimer Software (MCI Mail agency NY4). You may respond to the PEN by typing ANSWER at the COMMAND: line that appears after you read this. This mailbox (218-0241) is toll free - you may write to it as often as you wish, at no charge! (Please note that you may order a toll free mail box - contact Oppenheimer Software for more information.)

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>>>>>>>>>>>>>>>>>>>>>
NEED ANOTHER MAILBOX?
>>>>>>>>>>>>>>>>>>>>>

Need another mailbox or account on MCI Mail? A SCRIPT called NEWUSER allows you to register new mailboxes or accounts on MCI Mail, or provide a referral for others needing information. To use this feature, at the Command: prompt, type:

CREATE USING NEWUSER

Answer all questions, and follow the instructions at the end of the SCRIPT. You will be notified when the new mailbox/account is active.

The NEWUSER script has been in use for over two years. Hundreds of new accounts set up with the SCRIPT, have been up and running, usually overnight.

Note. . . If you access MCI Mail via Lotus Express, Desktop Express or any of MCI Mail's LINK products, you will need to access MCI Mail via the interactive "terminal" mode.

>>>>>>>>>>>>>>>>>>>>>>>>>
PRODUCT INFORMATION FORUM
>>>>>>>>>>>>>>>>>>>>>>>>>

Businesses in the know sponsor lunchtime vendor forums. These meetings provide an opportunity for the area managers to become familiar with new services and products in a casual setting without taking time off to visit trade shows.

Managers and employees get a chance to learn about cost saving technologies used in other areas of the company through informal discussions, and question and answer periods.

If you would like to have an MCI Mail representative come to one of your forums, please message us at mailbox 218-0241.

>>>>>>>>>>>>>>>>>>>>>
GRAPHICS INFORMATION
>>>>>>>>>>>>>>>>>>>>>

Until recently, using the SCAN GRAPHICS command on MCI Mail only resulted in a simple listing of the available letterhead and signature graphics.

This command has now been enhanced to include detailed information pertaining to the graphics. Since MCI uses only 56 lines for printing on fax or hardcopy, any use of letterhead and signature graphics reduces the space available for text on the page. To assure that your text would fit on the pages as you expected, you had to remember the length of the graphics to effectively use the read paper command.

Now, the SCAN GRAPHICS command not only lists the names of the graphics available, but also reports the available number of lines for text on the first page (where the graphic would print) as well as subsequent pages. Additionally, SCAN GRAPHIC will list the "height" of each of your signatures. This "height" must be considered when determining the number of lines of text that will fit on a page with a signature.

Command: SCAN GRAPHICS

Form Name	Page 1	Pages 2-n
GRAM	52 x 80	56 x 80
BLANK	56 x 80	56 x 80
*MCI	49 x 80	56 x 80
DELIVERY	47 x 80	56 x 80
GMPLAIN	45 x 80	56 x 80
LAN	40 x 80	56 x 80
FAX132	56 x 132	56 x 132
HOLIDAY	43 x 80	56 x 80

Signature	Height

>>>>>>>>>>>>>>>>>>>>>>>
132 COLUMN FAX DISPATCH
>>>>>>>>>>>>>>>>>>>>>>>

If you have typed SCAN GRAPHICS in your account recently, you may have noticed a new graphic called FAX132.

This is not a letterhead as your other graphics are. Rather, it invokes a condensed line format on Fax Dispatch messages expanding the number of characters printed on a line from 80 to an easy to read 132.

This feature will be of particular interest to those who wish to send spreadsheet type information to a fax machine.

When using the FAX132 form, your standard letterhead will not appear. However, your signature can be used, will be proportional in size to the message text.

To create a 132 column fax, type FORM:FAX132 at the Handling: prompt. If you use Lotus Express, press {F10}Header Handling FORM:FAX132 after completing the envelope.

The Condensed Line Format is only available for fax messages and should not be used when hardcopy recipients are included on the same envelope.

>>>>>>>>>>>>>>>>
MAC LAN GATEWAY
>>>>>>>>>>>>>>>>

Communications for Macintosh based LANs has just become easier.

Solutions Inc. has developed CommGATE which is a gateway (bridge) from Microsoft Mail to MCI Mail. Due to it's seamless integration with MCI Mail, CommGATE supports the all of the MCI Mail services including electronic mail sent to individual and REMS accounts, Telex, Hardcopy, Fax and X.400 messaging.

CommGATE sells for a suggested retail price of $595.00.

Please message us at mailbox 218-0241 if you would like additional information about CommGATE.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>
FREQUENTLY ASKED QUESTIONS
>>>>>>>>>>>>>>>>>>>>>>>>>>>>

****
** Faxing **
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Do I use same procedure to send an fax overseas as I would to send a domestic fax?

If you are using MCI Mail interactively, enter the country name at the "Country Name" prompt. MCI Mail will place "011" plus the proper country code on the screen. Then simply enter the local phone number. If you are using Lotus

Express or another Link product, you must include the international access code 011 and the country code in front of the fax number

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How do I register my letterhead and signature?

The last page of your blue Prices and Services guide (comes with your Welcome Kit) is the graphics registration form. When filling it in, use a fine black ball point pen to get the best image of your signature. If your letterhead has any colored ink in it, you may want to ask your printer for a "photo ready" copy of the letterhead. It will scan better. Mail the form and the letterhead to the address listed at the top of the form. You will be notified by e-mail when your graphic is ready to use.

How can I fax a document composed in my word processing program?

All word processing programs provide for converting a document to ASCII. In Word Perfect, it is referred to as a TEXT file, in Multimate, ASCII and in Word Star, a Non Document file. Details of on these are available in your word processing manual, from mailbox 218-0241 on request, or can be located in the PC GUIDELINES bulletin board. Once a document has been converted, it can easily be uploaded to MCI Mail for transmission as a fax, telex, e-mail or hardcopy.

How can I preview the page layout of a fax?

For interactive users, at the Send: prompt, enter NO. Then type READ FAX. MCI Mail will display letterhead and line count information for your fax. When you are satisfied, type SEND to send your fax. If you are broadcasting a fax (or hardcopy letter) to a large number of people or if you use Lotus Express or another Link product, you may want to fax or mail a copy to yourself to assure yourself that the layout is exactly what you expect.

How can I specify which custom letterhead and signature to use when sending a fax or hardcopy?

If you have registered a letterhead and/or signature as your default, it will automatically be used unless you explicitly instruct otherwise. If you wish to use an optional letterhead or signature, use the FORM or SIGN commands at the handling prompt. For example: Handling: Form:XYZ, Sign: Sam

Since you may have up to 15 letterhead and signature graphics per mailbox, a wide variety of options exist for your use of MCI Mail. You may choose to have one letterhead for your business, (ABC Inc.), another one less formal (From the Desk of Martha), possibly a departmental one (ABC Co. - Marketing Dept.) and a purely personal one (Martha Jones).

Can I receive inbound fax to my mailbox?

Not at this time. This feature is often requested by MCI Mail users, and MCI is constantly reviewing the feasibility of this technology.

Will my letterhead be printed on the second page of my fax?

No, only on the first page. However, your signature can appear on any page you choose. Ditto for hardcopy mailings

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Can I register my letterhead or signature graphic by faxing them to MCI Mail?

MCI prefers not to accept faxed copies, as it degrades the quality of the graphic. If you are in a rush, use an overnight courier service when registering the graphic.

****
** Lotus Express **
****

On my home computer, I use Procomm to access MCI Mail. When I use Lotus Express at my office, messages I sent from Procomm do not appear in my SENT folder, and messages I read do not appear in my INCOMING folder. Why?

The only messages that appear in your SENT folder on Lotus Express are those that you transmitted from Lotus Express itself. Therefore, messages sent from Procomm can not appear in the SENT folder.

After reading a message from your INBOX, the message is moved to your DESK, where it remains for 5 days before being purged. Lotus Express only downloads messages appearing in your INBOX. Since you already read your message with PROCOMM, and MCI Mail moved it to your DESK, Lotus Express never sees it.

Your smart move would be to have two separate mailboxes - one for Lotus Express and one for Procomm at home.

How can I delete an attachment in Lotus Express without deleting the message? Sometimes, attachments are so large that I want to save them to a disk but keep the original message in my folder.

The best bet is:
{F10}File Saving Message TEMP.TMP
{F10}Compose followed by 2 {Enters}

Move the cursor to the top of the screen
{F10}Filing Insert TEMP.TMP

This leaves you with the envelope and cover note without the attachment

---

When I attach multiple files to a Lotus Express message, I can use the

. command. But when I try to save multiple files from an incoming attachment, I have to save and name each one. It would be a lot easier to use the *.* command when saving. Is this possible ?

Unfortunately, no - you have to do it one at a time.
I use Lotus Express. How do I send a fax?

Start out as you normally would for a message. At the To: prompt,:

```
To:     {F9}Rems
To:   Sam Smith         <-Enter name
EMS: FAX               <-Just type Fax
mbx: Phone:212-333-4444<-Fax number. Area code required in USA
<-Use 011 for international faxes
mbx:                   <-Leave blank
mbx:                   <-Leave blank
mbx:                   <-Leave blank
Receipt  Alert: Charge:<-Leave blank
Options:               <-Leave blank
```

How can I create a list on Lotus Express?"

To create a list,
1. Create a message/telex/fax as described above
You can enter more than one address in a list
2. At the Subject: field, enter the name of the recipient
eg: Subject: Sam Smith at ABC Co.
3. Press {F10} Options Makelist
To use a list,
1. At the To: prompt, press {F9} List
2. Scroll down to the address you want to use
3. Press {Enter}

How do you increase the read buffer size in Lotus Express?

Press {ALT}{SHIFT}? followed by {F10}C. Change the value at "Memory Size" to a larger value. Usually, increasing it by 5 will suffice. Then press {F10}Quit followed by {ESQ}. You will need to unload Lotus Express {ALT}{SHIFT}{END} or reboot your computer, and restart Lotus Express for the new buffer size to go into effect. Be aware that increasing the buffer size will reduce the amount of RAM available for foreground applications.

Is there a Lotus Express type package written for the Macintosh?

Desktop Express was the equivalent product for the MAC. However, it is no longer on the market. A replacement product will be released at a future date.

****
** Prices and Costs **
****

How much does MCI Mail cost?

Annual membership: $35/year per mailbox
Fax (domestic): $.50 first half page, $.30 addl. half page
Electronic Mail: $.45 for up to 500 characters
$.75 for up to 2500 characters
$1.00 for 2501 to 7500 characters
Paper Mail (domestic): $2.00 for 3 pages for postal delivery
$9.00 for 6 pages for courier delivery
Telex (domestic): $.75/minute domestic to other MCI telex users
$.95/minute domestic to non-MCI telex users
Time Charges: $FREE *(except bulletin boards and Dow Jones)
Letterhead/Signature: $30 annually
Reading/Composing Mail: $FREE *
Monthly minimum: $FREE **

* Assuming your are using the MCI Mail toll free 800 numbers.
Access from Datapak (Canada) is $.15/minute
Access from Tymnet is $.25/minute
Access from the 703 and 415 area code direct access lines is also free except for the long distance charged by your telephone company

** $10/month for Preferred Pricing Option

How I can code messages so I can charge the appropriate account or

department for the expense?

If the all charges billed from a specific mailbox (or group of mailboxes) are to be group together, you can ask for a group code. Any mailbox with a group code will have its charges subtotaled on the monthly invoice under the group code selected.

If messages sent from a mailbox need to be charged to various accounts (you are working for two separate clients and need to bill back your expenses), you can add the Charge Code command to specific messages. This can be done either at the address line [To: 123-4567 (Charge: Code123)] or at the Handling prompt [Handling:Charge Code123].

Using the Charge: code at the To: prompt allows you to send one message to multiple and charge separate account simultaneously:
To: 123-4568 (Charge: AcctX)
To: 456-7890 (Charge: AcctY)

If you use Lotus Express, press {F10}Header Handling followed by Charge: Acctcode after entering the envelope.

Is there any kind of tax on MCI Mail charges?

Only for telex usage.

Is there any way to send something collect, assuming it's okay with the recipient?

An individual message can not be sent "collect" pre se. However, if you want to pay for messages sent to you, we can arrange for a collect mailbox. These mailboxes pay for all messages received, as well as all messages sent. There is no extra charge for this option, and it can provide valuable controls on MCI Mail usage in certain applications.

When do I get billed for usage?

You will receive an invoice in the mail each month for usage occurring the previous month. You may either pay by check upon receipt of the invoice, or may have all charges applied to your credit card (American Express, Mastercard or Visa). This is especially helpful if you are out of the USA and drawing checks in US currency is a problem for you.

Our company has a large number of users on MCI Mail. We track their usage by entering their monthly billings into a database program. However, it is very tedious. Can you help us?

Two options are available. If you need complete detail (as it appears on your invoice), MCI Mail can supply a monthly billing tape for $100/month plus an initial set up fee. If you only need summary information for each user, we can supply it in a dBase format and e-mail it to you monthly at no charge. Please message us at mailbox 218-0241 for more information.

****
** X.400/Interconnections **
****

I want to be able to receive mail from another electronic mail system. MCI Mail connects to that system using X.400. What address do people use to send messages to me?

Your X.400 address is as follows:

ADMD=MCI Mail
Country=US
DDA=ID=1234567 (use your MCI ID here)

Are there any plans to have E-mail connectivity between MCI and GeNIE?

At this time, MCI Mail does not communicate with GeNIE. However, the list of interconnected services grows every month. The PEN newsletter will continue to list all current interconnects. Additionally, the same information is available from the X400 US ADDRESS bulletin board on-line.

Where can I find information on sending messages to other X.400 systems connected to MCI Mail?

MCI Mail maintains two free on-line bulletin boards providing addressing information: "X400 US ADDRESS" and "X400 INTL ADDRESS". To use these (or any other boards on MCI Mail), log into the system as you normally would, and type "VIEW" followed by the board name at the Command: prompt:
Command: VIEW X400 US ADDRESS

Then type SCAN to get a summary of the different systems listed.

Is INTERNET connection based on the X.400 platform?

No. The gateways between MCI Mail and INTERNET, Compuserve and Missive are all proprietary. Therefore, you do not need to use X.400 addressing when sending messages to, or receiving messages from these services

---

Is it possible to send e-mail from MCI Mail to a BITNET address?

Yes. Messages sent to Bitnet from MCI Mail are sent through the INTERNET gateway. However, addressing messages through INTERNET can be very complicated.

Before attempting to send a message to INTERNET, you should encourage your correspondent to send a message to your MCI Mailbox. The addressing scheme from Internet to MCI Mail is simple, (your MCI ID followed by @mcimail.com eg. 123-4567@mcimail.com). Once you have received their note, the envelope will contain their exact return address.

Can I communicate with someone in the USSR?

Yes. Like most countries in the world, you can communicate with someone in the USSR providing they subscribe to MCI Mail and they have arranged for PTT (packet switching access) with IASNET in Moscow. Information about international access can be requested by sending a note to mailbox 218-0241.

****
** Communications **
****

I am planning to buy a new modem. Any suggestions?

Several. Do not buy the cheapest modem in the store. They seem to be less tolerant of noise on the line. You are going to be better off with a mid-priced modem. If possible, buy a modem supporting the MNP level 5 protocol. This provides you (domestic only) with both data compression (for speed) and error free communications. The option of internal vs. external can go either way. An internal modem takes no space on your desk, uses no outlet from the wall, and saves the cost and hassles of the serial cable running to your computer. The

external modem however lets you see the lights on the front panel, which can be helpful in diagnosing a problem, or fun to watch if you are into it. All other factors being equal, you are probably better off with an internal modem.

I have an old copy of Smartcom. The log on script supplied with it does not seem to work. Why?

We have found that the log on scripts supplied with a number of communications packages do not work properly. Up to date scripts are available by messaging us at mailbox 218-0241 or VIEWing the PC INFO bulletin board.

Does MCI Mail currently support XMODEM/YMODEM/Kermit?

Not currently--strictly ASCII text. However, MCI does allow for sending binary file (123 spreadsheets, formatted WP files, etc.) using programs such as Lotus Express or Norton Commander.

Sometimes, funny characters appear on my screen. Why?

It is caused by noise on the line. Electrical noise can affect any device. Running a vacuum cleaner will usually disturb a TV picture. Turning it off ends the disturbance. It is not that simple with communications however. The problem can be in your modem (not likely), in your building (phone wires running past "noisy" devices such as florescent lights, air conditioners, water coolers, Xerox machines, etc.), with the local phone company (a bad switch, wet wires, cross talk), or even your phone service (call waiting, other people attempting to use extension phones, etc.)

Problem solving is a trial and error procedure:
>Try running at a slower baud rate - it is more tolerant of noise.
>Try using an MNP level 5 modem - it detects / corrects errors
>Try using Lotus Express - it too detects / corrects errors
>Try moving the phone line by your desk away from lamps, etc.
>Turn off call waiting. Make sure others do not use extensions when you are on
>Notify the phone company of your problems - it may be their problem too.

****
** LANS/Gateways **
****

We are going to install a LAN. Most of the people on the LAN need to access MCI Mail. What should we do?

First, choose an internal electronic mail program for use on your LAN. We (or your LAN provider) can suggest a number of options for you. Once the internal e-mail package has been selected, a "bridge" program will be needed to provide the connection between the LAN e-mail and MCI Mail. The bridge program will navigate any inbound and outbound messages through a single modem. Messages sent to and from a user are confidential.

Please message mailbox 218-0241 for more information on LAN e-mail programs and

bridge packages.

Our LAN e-mail uses a REMS (Remote Electronic Mail System) account to access MCI Mail. We have two other LANS connected to our LAN. What is the best way to send messages from those two LANS to MCI Mail?

Once a REMS account is set up, a VREMS (Very Remote Electronic Mail System) account can be added to it. It provides for a breakout on the monthly invoice by location (i.e. LAN), allows you to register up to 15 graphics for each LAN, and provides a unique listing on the MCI Mail directory for simplified access.

Can you change my interactive account into a REMS/ONR?

No. If you move your messaging from a standard type mailbox to a Local Area Network or other internal e-mail, a new ONR number is assigned for use with the REMS account.

My word processing program has something called MHS. What is it, and does it work on MCI Mail?

Message Handling Services is a communications standard facilitating electronic mail between systems. Since your word processing program includes MHS, Personal M-Bridge, available by messaging mailbox 218-0241, can be used to link it to MCI Mail.

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** Creating Messages **
****

How can I specify a page break for fax or hardcopy messages?

Type {CTRL}L (form feed) after pressing {ENTER}. The following line will start a new page.

Our company often sends the same e-mail to the same 30 recipients. When I get my copy I have to delete all the other "To:" addresses as they take up a full page. Is there a way to send e-mail to multiple addresses without the recipient seeing all the addresses?

Yes.... Tell the sender to use the DOCUMENT option at the Handling: prompt.

Can I send mail to a specific office or department.?

Not unless the office or department has a mailbox in its own name. You will need to send the mail to a person within the office or department.

Must I use the MCI ID when addressing messages?

No, although it is the only address that is guaranteed to be unique. Here are your options:

```
To:     123-4567                <-MCI ID                        or
To:     SSMITH                  <-User name                     or
To:     SSMITH/IBM              <-User name with organization   or
To:     SSMITH/Paris            <-User name with location       or
To:     SSMITH/IBM/Paris        <-User name with location & org.or
To:     Sam Smith               <-Formal name                   or
To:     Sam Smith/IBM           <-Formal name with organization or
To:     Sam Smith/Paris         <-Formal name with location
To:     Sam Smith/Paris/IBM     <-Formal name with location & org.
```

I need to send out a "mail merged" hardcopy mailing from time to time. Can I use MCI Mail for this?

Yes. The MCI Mail Direct product supports mail merge, various fonts, expedited first class, enclosures, full justification, proportional spacing, optional custom stationery, and a host of other features needed in large mailings. Minimum mailing is 150 pieces.

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**************
** Security **
**************
```

How do I change my password?"

Either send a note to mailbox 218-0241 or call 1-800-444-6245. Have your security validation ready when you call or message for a new password. The new password goes into effect the following day. The new password can be provided by either by phone, fax, telex, or postal mail.

Can I request a certain password for my account?

NO. To protect the confidentiality of your account, MCI Mail assigns a nonsense password to you consisting of 8 letters, alternating consonants and vowels. MCI Mail assignment of passwords helps you avoid the security problems that were the focus of the movie "War Games" (trivia question: What was the WOPR computer password?)

Why did you ask me for my mothers maiden name when I set up the account?

We are asking you for a security validation for your mailbox. It is a name that you remember easily, but others are unlikely to know. The security validation is needed for such actions as asking for a new password.

****

** Misc **
****

I want to put my telex number on my letterhead. How should it appear?
T
Your telex number is the same as your MCI ID preceded by "650". Your answerback consists of your telex number followed by MCIUW. If your MCI ID is 123-4567, your letterhead might be:
Telex: 6501234567
Answerback: 6501234567MCI UW

If course, you should also have your MCI ID and your X.400 address listed thereby allowing you to communicate with millions of other electronic mail users world wide.

How do I add another mailbox to my account? How do I set up a new account for someone else?

Log onto MCI Mail interactively, and type:

CREATE USING NEWUSER

Answer the questions and it'll be processed immediately. The NEWUSER script is going to be revised in the very near future to provide for sending the account information plus a QuikStart reference to a fax machine, enabling the new subscriber to start using MCI Mail the following day. If you use Lotus Express or another Link product, send the name/address/phone number of the new correspondent to mailbox 218-0241 and we'll process it immediately.

>>>>>>>>>>>>>>>>>>>>>>>>>>>
MCI MAIL INTERCONNECT CHART
>>>>>>>>>>>>>>>>>>>>>>>>>>>

MCI Mail currently has commercially available interconnections with the following public messaging systems and administrations:

X.400 Interconnects:

Country	ADMD Name	Company Name
United States (US)	ATTMAIL	AT&T <AT&T Mail>
United States (US)	DIALCOM	BT Tymnet
United States (US)	INFONET	Infonet
United States (US)	IBMX400	IBM
United States (US)	MARK400	GEIS
United States (US)	TELEMAIL	Sprint
United States (US)	WESTERN UNION	Western Union
Australia (AU)	OTC	OTC
Australia (AU)	TELEMEMO	Telecom Australia
Austria (AT)	IBMX400	IBM
Austria (AT)	ADA	Radio Austria Communications

Belgium (BE)	IBMX400	IBM
Belgium (BE)	RTT	R.T.T.
Canada (CA)	TELECOM.CANADA	Telecom Canada
Denmark (DK)	IBMX400	IBM
Denmark (DK)	TELDK	Telecom Denmark
Finland (FI)	IBMX400	IBM
Finland (FI)	MAILNET	P&T-Telecom Finland
France (FR)	IBMX400	IBM
France (FR)	ATLAS	Transpac France
Germany (DE)	DBP	Deutsche Bundespost TELEKOM
Germany (DE)	IBMX400	IBM
Italy (IT)	IBMX400	IBM
Korea (KR)	DACOMMHS	DACOM Korea
Netherlands (NL)	IBMX400	IBM
Norway (NO)	IBMX400	IBM
Norway (NO)	TELEMAX	Norwegian Telecom
Sweden (SE)	IBMX400	IBM
Sweden (SE)	TEDE	Swedish Telecom Int'l
Switzerland (CH)	ARCOM	Swiss PTT
Switzerland (CH)	IBMX400	IBM
United Kingdom (GB)	GOLD 400	British Telecom
United Kingdon (GB)	IBMX400	IBM

Note 1: In the first column, the two-letter country code is shown within parenthesis.

Non-X400 (proprietary) interconnects:

ADMINISTRATION	REMS, or DDA=EMS=name	Mail System
CompuServe	COMPUSERVE	Easyplex, Infoplex
DASNET	DASNET	
Internet *	INTERNET	BITNet
CSNet		
JANet		
NSFNet		
MILNet		
NSNNet		
ESNet		
...and a host of smaller subnets on INTERNET		
French Cable et Radio	MISSIVE	

Missive
>>>>>>>>>>>>>>>>>>>>>>>>
LOTUS EXPRESS CRIB SHEET
>>>>>>>>>>>>>>>>>>>>>>>>

Need a quick, one page reference for Lotus Express? Here it is:

STARTING LOTUS EXPRESS

To start, type EXPRESS {ENTER} at the DOS C: prompt. You may also add the command EXPRESS to the end of your AUTOEXEC.BAT file of you want to have Lotus Express start up in the morning.

READING YOUR MAIL

To see if you have any mail, press {ALT}{SHIFT}Reader. Your INBOX will appear. To read any of the messages, move the cursor (using the up arrow/down arrow keys) to the message of interest and press {ENTER}.

LOTUS EXPRESS MENU

Press {F10}. You will notice that a menu appears on top of the screen. As you use the right/left arrow keys to move from item to item, you will notice that the line under the menu provides a description of the current menu choice. To pick a particular menu option, you may either press the first letter of the menu choice, or highlight it and press {ENTER}. To leave the menu, press {ESC}.

PRINTING A MESSAGE

To print out a message on your printer, press {F10} Print.

CREATING AN ELECTRONIC MAIL MESSAGE

To create an e-mail message, type {F10}Create. The top of the screen will show a "TO:".

Type in the name or MCI ID of the person you want to send the message to, and press {ENTER} twice. The top of the screen will display "SUBJECT:". Type in the subject matter of your letter and press {ENTER}. Now, type your letter. When you are done, press {F10}Transmit. Your message will be sent out 15 minutes later.

CREATING A FAX

To create a fax, type {F10}Create. The top of the screen will show a "TO:". Press {F9}R. At the TO: prompt, enter the persons name. At the EMS: prompt, type the word "FAX". At the MBX: prompt, type the word PHONE: followed by the fax phone number. The area code is always required. Do not put a "1" in front of the area code. For example,
To: Sam Smith
EMS: FAX
MBX: Phone:213-333-4444

Keep pressing {ENTER} until the DONE/ABANDON choice appears. Highlight DONE and press {ENTER} twice.

The top of the screen will display "SUBJECT:". Type in the subject matter of

your fax and press {ENTER}. Now, type your fax. When you are done, press {F10}Transmit. Your fax will be sent out 15 minutes later.

HELP

At any time, you may press {F1} for HELP. If you press {F1} a second time, more detailed on-line help appears. To return to your work, press {F10}Q.

>>>>>>>>>>>>>>
TILL NEXT TIME
>>>>>>>>>>>>>>

To our colleagues, clients and friends serving in the Persian Gulf -

We are Proud of You.
Come home soon

Gary.....
MCI Mail Agency NY4
MCI ID# 218-0241
Telex: 6502180241
Tel No. 212-724-9785